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Dr. [REDACTED]

10 SEP 1959

Director of Training

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Assignment as Educational
Specialist to Plans and Policy Staff

1. In establishing the position of Educational Specialist on the Plans and Policy Staff, Office of Training, and in assigning you to this position, our OTR objectives are to effect increased general educational improvement in all training functions and to increase the capabilities of OTR in meeting most effectively the training requirements levied against it. More specifically these objectives will be concerned with increasing OTR capabilities in all aspects of:

- a. Course and curricula planning
- b. The design and development of improved instructional methods
- c. The preparation and reproduction of simplified and effective instructor and student training materials
- d. Audio-visual aids
- e. Trainee evaluation

2. As Educational Specialist you will be under the supervision of the Chief, Plans and Policy Staff, and your principal duties will be to provide educational guidance and assistance in effecting the above objectives to the Director of Training, chiefs of staffs and schools, and instructional personnel. More directly your functions will include providing assistance and guidance in:

- a. Monitoring OTR courses with the objective of improving their training effectiveness
- b. Improving instructional methodology, including the training of instructor personnel

- c. Planning and preparation of new and revised curricula and courses
- d. Development of instructional and student training materials
- e. Development and improvement of audio-visual aids, including techniques of their use
- f. Effective trainee evaluation, specifically related to instructional effectiveness

3. Chief, A&E Staff will provide on request, within his current capabilities, technical and professional support to your activities, including personnel.

4. You will also provide educational guidance and assistance to other components of this Agency as required. However, in planning your work schedule you will give first priority to the needs of the Office of Training ~~and the Office of Professional Development~~. Chief, PPS will assist you as may be necessary in establishing priorities for your work.

5. In order to improve the high standards of training set by this Agency it will be necessary for you to keep abreast of educational developments in outside sources, particularly governmental agencies, both civilian and military, ascertaining how the latest developments and techniques may be integrated into our training programs whenever applicable.

6. This memorandum supersedes the memorandum of 25 August 1959, subject: Assignment as Education Specialist to Plans and Policy Staff.

MATTHEW BAIRD
Director of Training

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OTR/PPS, [REDACTED] ²ld (9 Sept 59)